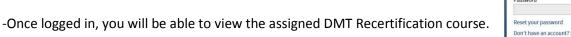




Revised 7/26/2018

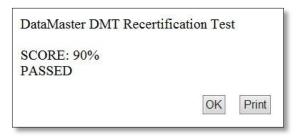
HOW TO RENEW DATAMASTER DMT RECERTIFICATION IN ACADIS:

-Go to the ACADIS Online Portal and log in using your email address and password.

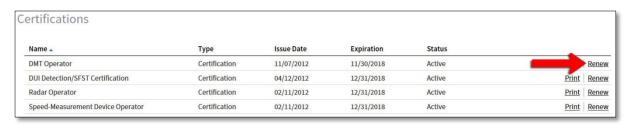




-Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.



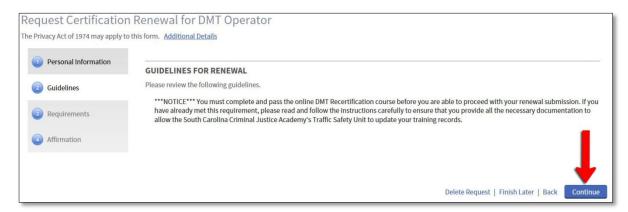
-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen click "Renew" to begin the renewal process.



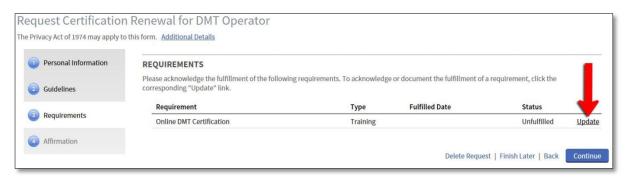
-The Renewal Application screen will open in your window. Ensure all recipient information is correct. If not, select "Update My Information". If all the information is correct, click "Continue".



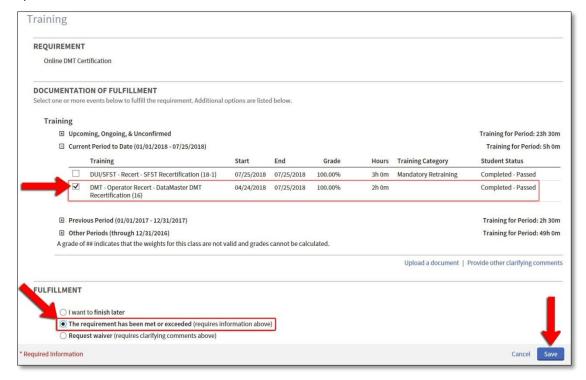
-The next screen will explain the guidelines for the DMT Recertification renewal process. Read and follow all guidelines then click "Continue".



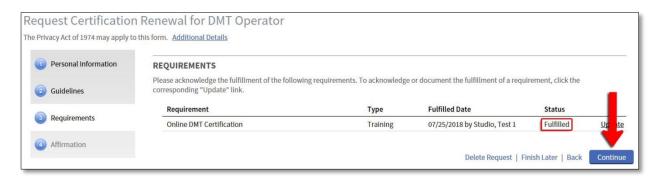
-The next screen will list the requirements for the DMT Recertification process. Click on "Update" for the training requirement.



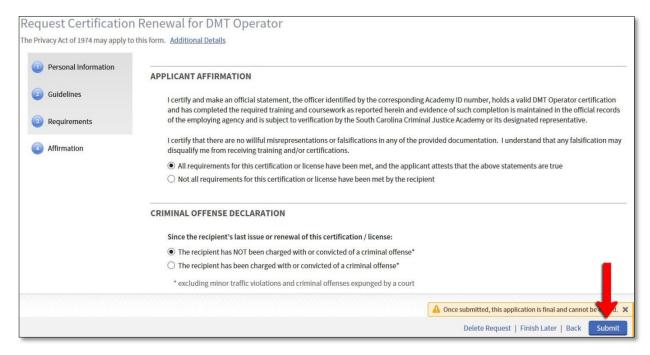
-The Training screen window will pop up. Scroll to the Current Period section and check the box of the completed DMT – Operator Recert training course. Next, scroll down and under the Fulfillment section, choose "The requirement had been met or exceeded", then click on "Save".



-This will take you back to the requirements page. The status of the training requirement should now show "Fulfilled". Click "Continue".



-The next screen will be the affirmation. Read through the Renewal Applicant Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click "Submit" to finalize the renewal process.



-An Audit Alert warning will pop up that will provide follow-up instructions.



-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Name 👗	Туре	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	11/30/2018	Active	E
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active	Print Re
Radar Operator	Certification	02/11/2012	12/31/2018	Active	Print Re
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print Re

-Once an Academy staff member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate DMT Operator and next to that the new expiration date should be listed. If you would like a copy of the certificate, click "Print".

Name 🔺	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	07/25/2020	Active	Pr
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active	Print Ren
Radar Operator	Certification	02/11/2012	12/31/2018	Active	Print Ren
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print Ren